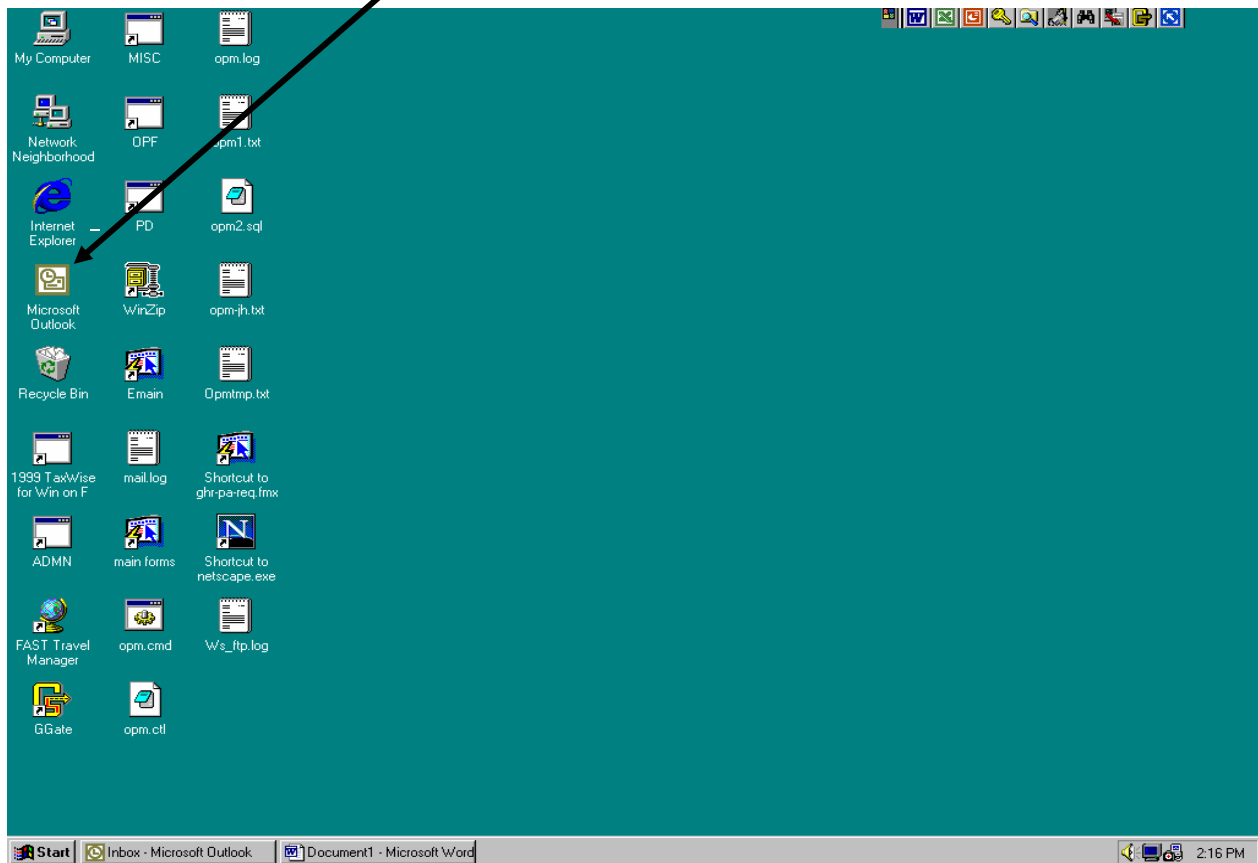## CHAPTER 2 - E-MAIL SETUP/OPM TEMPLATE ("A" MESSAGE)

Step 1: E-mail Setup

(Your e-mail account must be setup in accordance with the following procedures for the process to work), otherwise the come back "A" message OPM template will require "clean up" to adhere to the proper format before posting to OPM site.
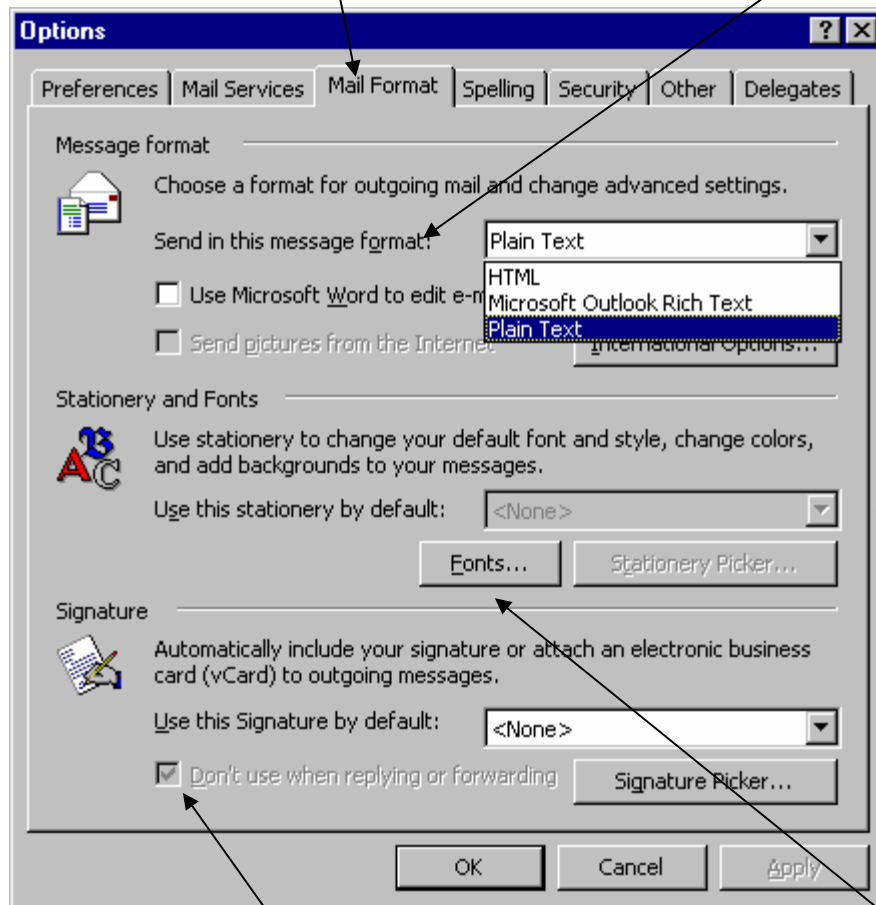
A. From the Desktop select the Microsoft Outlook icon.

B. Once you have Outlook open, go to your Inbox. On the top menu bar you will then select the Tools item. Then under the **Tools** item select **Options**.
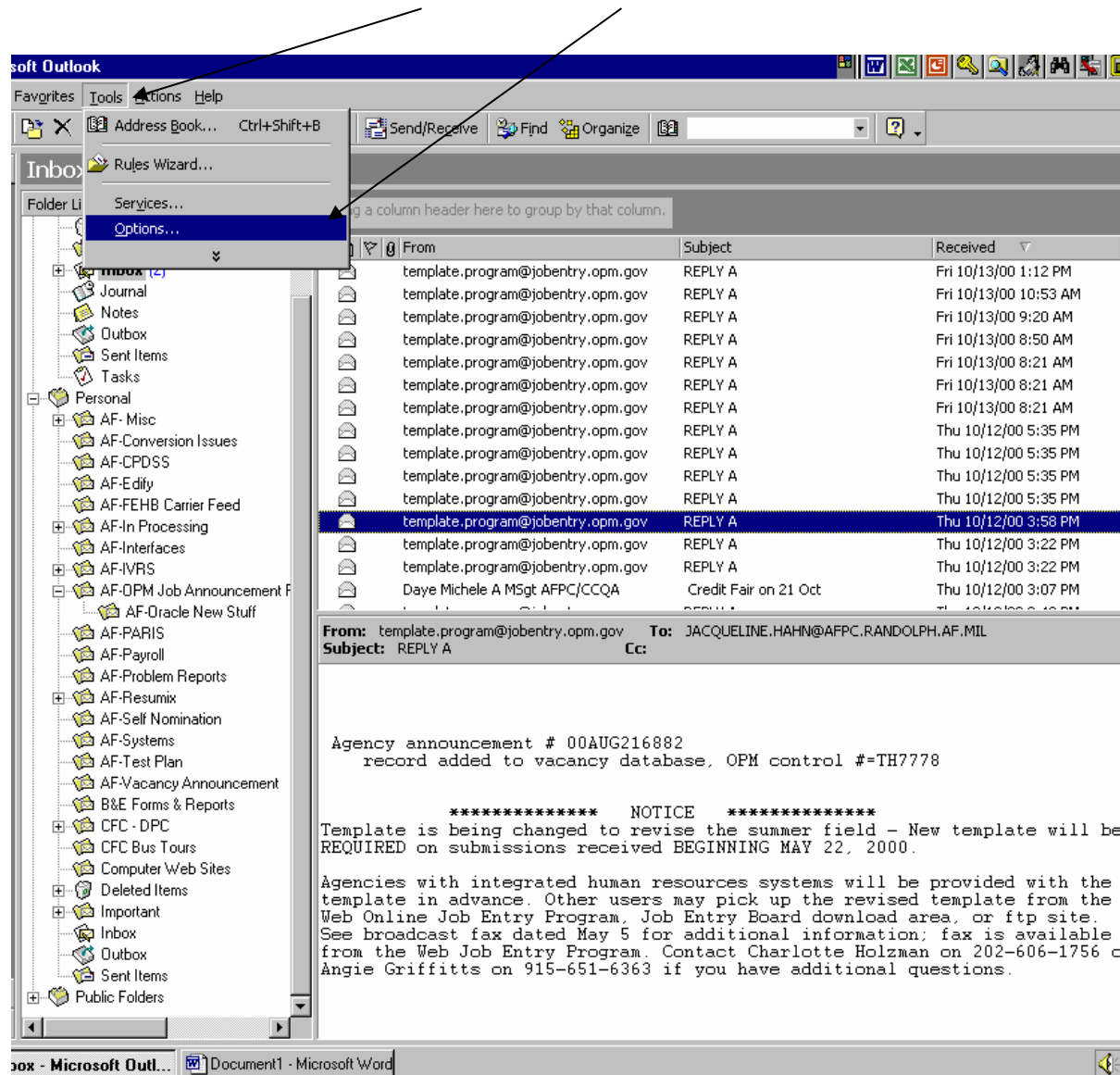
C. Under the tab, **Mail Format** you will need to set "**Send in this message format**:" to **Plain Text**.
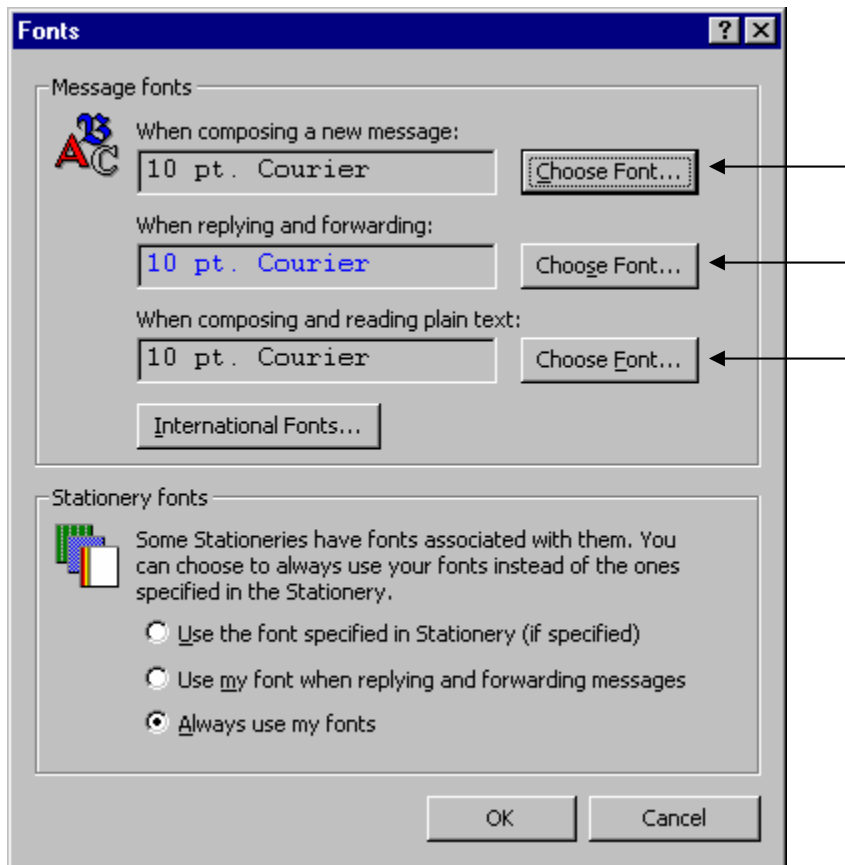

If you are unable to change your settings you will need to put in a work order with your systems office.

You will also have to set your fonts to Courier 10 pt. To do this click on the "**Fonts…**" button.

If you have a signature set for your e-mail you will need to make sure that the "Don't use when replying or forwarding" block is **checked**.

D. You will then see the Fonts window below. Select the "**Choose Font…**" button for all three selections, "When composing a new message", "When replying and forwarding:" and "When composing and reading plain text".

Fonts   ? X

Message fonts

When composing a new message:

| 10 pt. Courier | [Choose Font...] |

When replying and forwarding:

| 10 pt. Courier | [Choose Font...] |

When composing and reading plain text:

| 10 pt. Courier | [Choose Font...] |

[International Fonts...]

Stationery fonts

Some Stationeries have fonts associated with them. You can choose to always use your fonts instead of the ones specified in the Stationery.

○ Use the font specified in Stationery (if specified)

○ Use my font when replying and forwarding messages

◉ Always use my fonts

[OK] [Cancel]

E. Select **"Courier"**, "**Regular**" and "**10**", then hit the **OK** button.
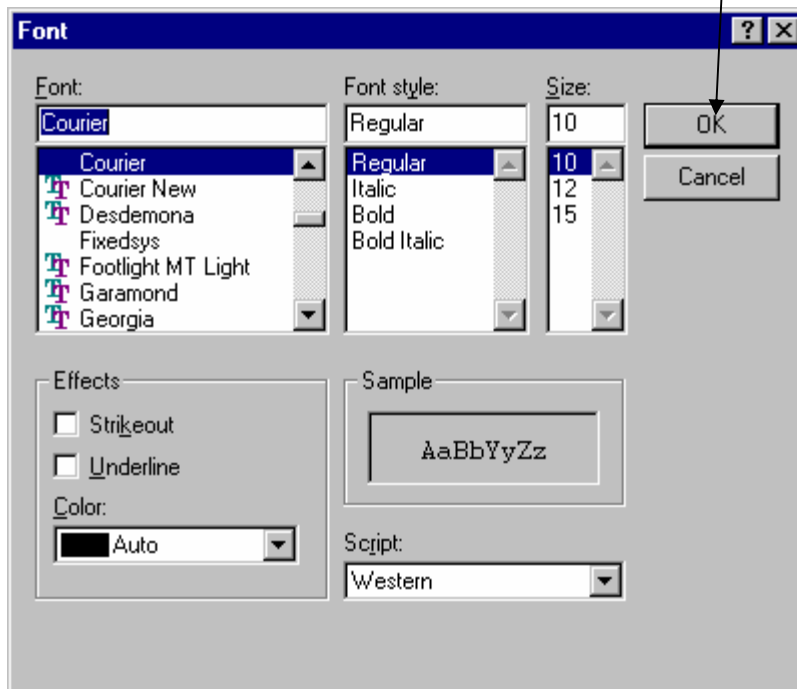
Note: OPM will not accept the e-mail from you if it is not exactly like the template format.
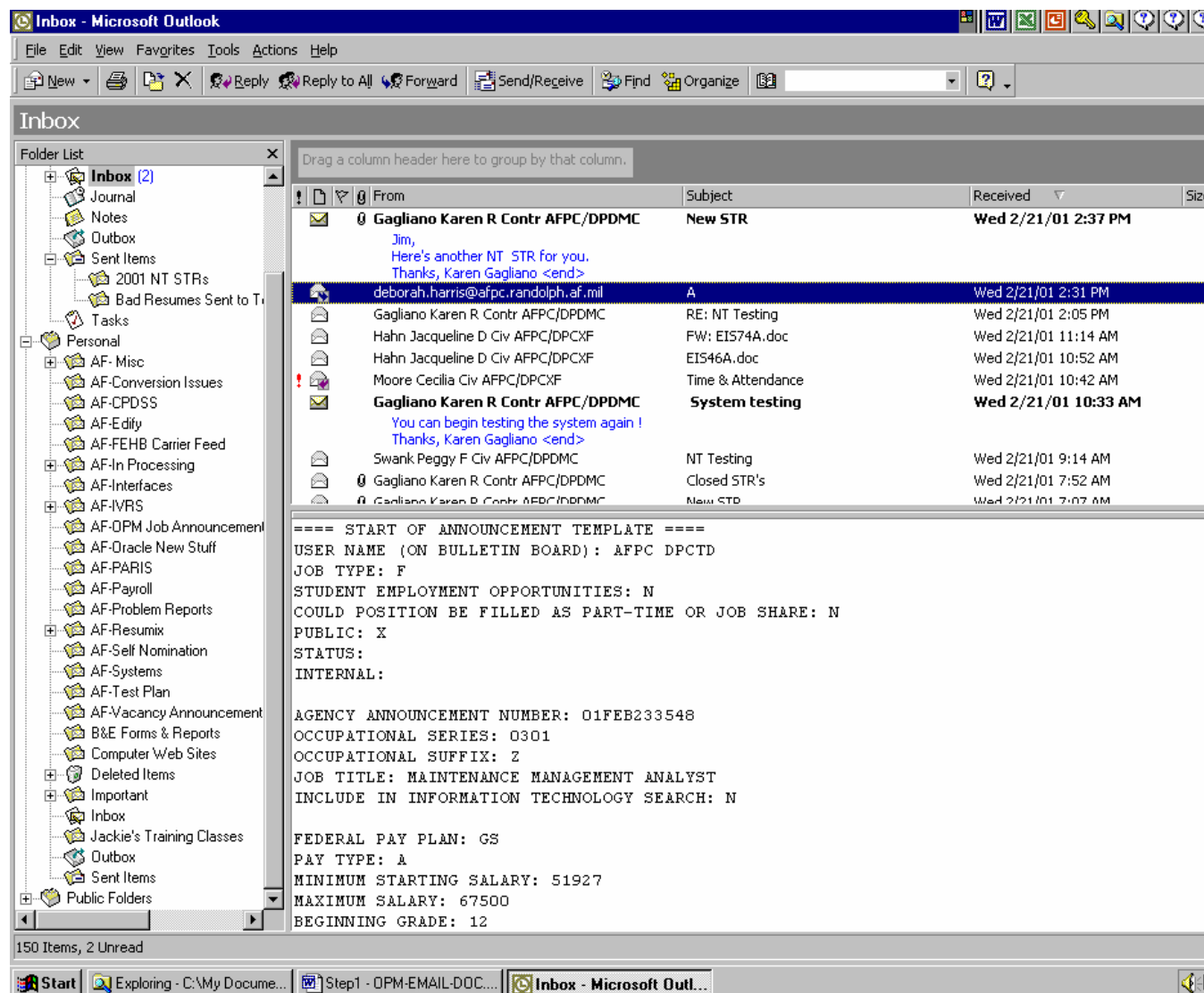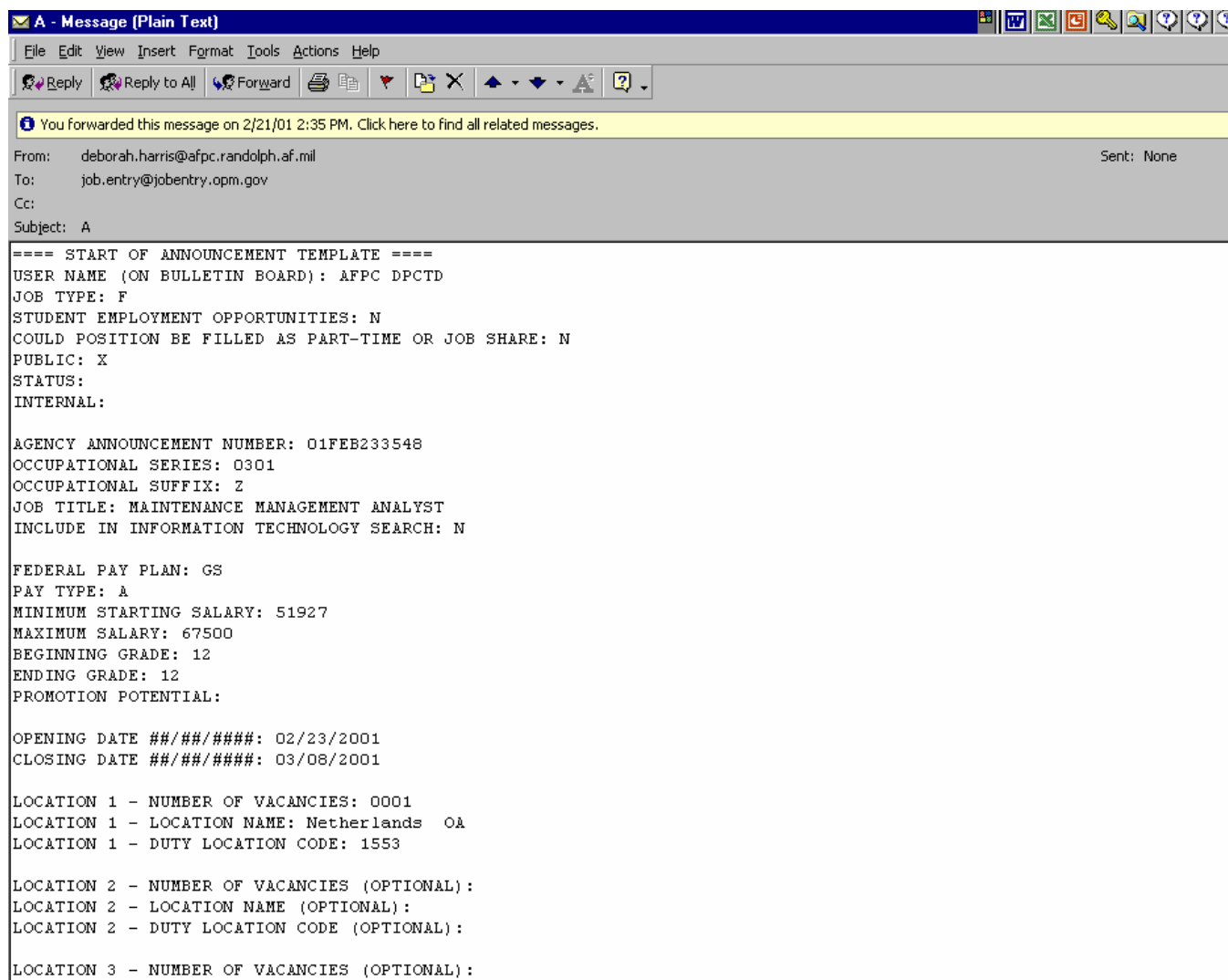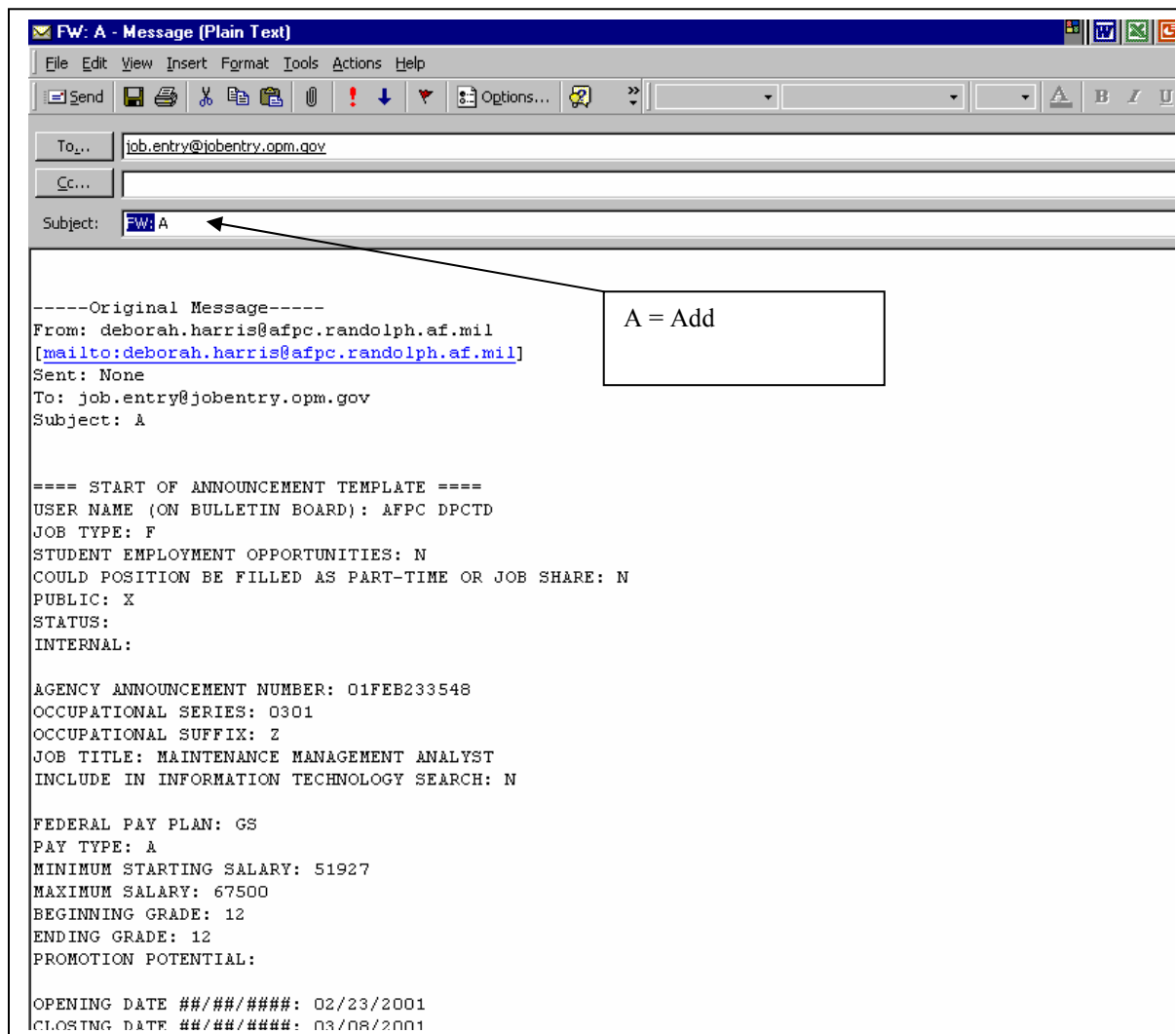
Step 2: E-mailed OPM Template

The OPM Template will be e-mailed to the Staffing Specialist that created the requisition. See display below of how this e-mail will look.

A. Double click on the e-mail file. When the file comes up it will look like this, see below. Once this E-mail file appears, select the Forward button from the top menu option. This will create a Forward Screen so that the e-mail can be forwarded.

```
A - Message (Plain Text)
File  Edit  View  Insert  Format  Tools  Actions  Help

Reply   Reply to All   Forward

You forwarded this message on 2/21/01 2:35 PM. Click here to find all related messages.

From:     deborah.harris@afpc.randolph.af.mil                              Sent: None
To:       job.entry@jobentry.opm.gov
Cc:
Subject:  A

==== START OF ANNOUNCEMENT TEMPLATE ====
USER NAME (ON BULLETIN BOARD): AFPC DPCTD
JOB TYPE: F
STUDENT EMPLOYMENT OPPORTUNITIES: N
COULD POSITION BE FILLED AS PART-TIME OR JOB SHARE: N
PUBLIC: X
STATUS:
INTERNAL:

AGENCY ANNOUNCEMENT NUMBER: 01FEB233548
OCCUPATIONAL SERIES: 0301
OCCUPATIONAL SUFFIX: Z
JOB TITLE: MAINTENANCE MANAGEMENT ANALYST
INCLUDE IN INFORMATION TECHNOLOGY SEARCH: N

FEDERAL PAY PLAN: GS
PAY TYPE: A
MINIMUM STARTING SALARY: 51927
MAXIMUM SALARY: 67500
BEGINNING GRADE: 12
ENDING GRADE: 12
PROMOTION POTENTIAL:

OPENING DATE ##/##/####: 02/23/2001
CLOSING DATE ##/##/####: 03/08/2001

LOCATION 1 - NUMBER OF VACANCIES: 0001
LOCATION 1 - LOCATION NAME: Netherlands  OA
LOCATION 1 - DUTY LOCATION CODE: 1553

LOCATION 2 - NUMBER OF VACANCIES (OPTIONAL):
LOCATION 2 - LOCATION NAME (OPTIONAL):
LOCATION 2 - DUTY LOCATION CODE (OPTIONAL):

LOCATION 3 - NUMBER OF VACANCIES (OPTIONAL):
```
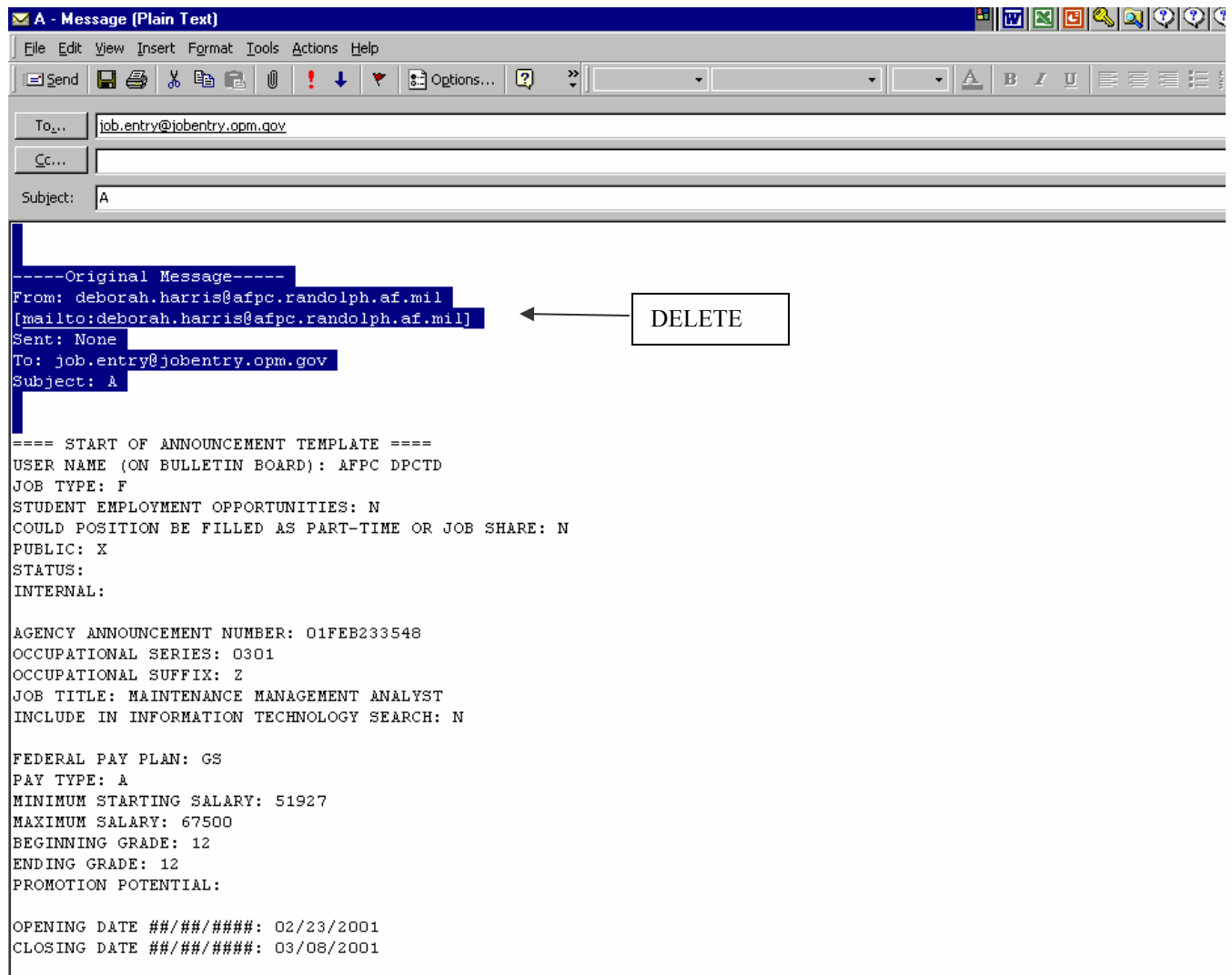
B. In the "To… address block", type in the following address: job.entry@jobentry.opm.gov
 In the Subject block: **Delete** the text **FW**:
 You will want to leave just the capital **A** in the Subject Block.

FW: A - Message (Plain Text)

File Edit View Insert Format Tools Actions Help

Send

To... job.entry@jobentry.opm.gov

Cc...

Subject: FW: A

A = Add

```
-----Original Message-----
From: deborah.harris@afpc.randolph.af.mil
[mailto:deborah.harris@afpc.randolph.af.mil]
Sent: None
To: job.entry@jobentry.opm.gov
Subject: A


==== START OF ANNOUNCEMENT TEMPLATE ====
USER NAME (ON BULLETIN BOARD): AFPC DPCTD
JOB TYPE: F
STUDENT EMPLOYMENT OPPORTUNITIES: N
COULD POSITION BE FILLED AS PART-TIME OR JOB SHARE: N
PUBLIC: X
STATUS:
INTERNAL:

AGENCY ANNOUNCEMENT NUMBER: 01FEB233548
OCCUPATIONAL SERIES: 0301
OCCUPATIONAL SUFFIX: Z
JOB TITLE: MAINTENANCE MANAGEMENT ANALYST
INCLUDE IN INFORMATION TECHNOLOGY SEARCH: N

FEDERAL PAY PLAN: GS
PAY TYPE: A
MINIMUM STARTING SALARY: 51927
MAXIMUM SALARY: 67500
BEGINNING GRADE: 12
ENDING GRADE: 12
PROMOTION POTENTIAL:

OPENING DATE ##/##/####: 02/23/2001
CLOSING DATE ##/##/####: 03/08/2001
```

C. Next you must remove the Original Message address information. See below the highlighted area that must be removed.

You can click and highlight this area and then hit the Delete key.

Email message screenshot:

A - Message (Plain Text)
File Edit View Insert Format Tools Actions Help

To... job.entry@jobentry.opm.gov
Cc...
Subject: A

```
-----Original Message-----
From: deborah.harris@afpc.randolph.af.mil
[mailto:deborah.harris@afpc.randolph.af.mil]      ← DELETE
Sent: None
To: job.entry@jobentry.opm.gov
Subject: A


==== START OF ANNOUNCEMENT TEMPLATE ====
USER NAME (ON BULLETIN BOARD): AFPC DPCTD
JOB TYPE: F
STUDENT EMPLOYMENT OPPORTUNITIES: N
COULD POSITION BE FILLED AS PART-TIME OR JOB SHARE: N
PUBLIC: X
STATUS:
INTERNAL:

AGENCY ANNOUNCEMENT NUMBER: 01FEB233548
OCCUPATIONAL SERIES: 0301
OCCUPATIONAL SUFFIX: Z
JOB TITLE: MAINTENANCE MANAGEMENT ANALYST
INCLUDE IN INFORMATION TECHNOLOGY SEARCH: N

FEDERAL PAY PLAN: GS
PAY TYPE: A
MINIMUM STARTING SALARY: 51927
MAXIMUM SALARY: 67500
BEGINNING GRADE: 12
ENDING GRADE: 12
PROMOTION POTENTIAL:

OPENING DATE ##/##/####: 02/23/2001
CLOSING DATE ##/##/####: 03/08/2001
```

D.   The screenshot below shows what the final e-mail product should look like. In the To Block: you should see the address job.entry@jobentry.opm.gov

In the cc Block: it should be left blank, do not enter any data in this item

In the Subject Block: there must be a capital **A**

The body of the e-mail must start with the first character of the OPM Template which is the ==== START OF ANNOUNCEMENT TEMPLATE ====

NOTE: All of these items must look exactly like the attachment below, if they do not, the e-mail will reject at OPM.

Now that the OPM Template is ready to go, click the Send button. This will send the Template to OPM.

```
A - Message (Plain Text)

File  Edit  View  Insert  Format  Tools  Actions  Help

Send

To...      job.entry@jobentry.opm.gov
Cc...
Subject:   A

==== START OF ANNOUNCEMENT TEMPLATE ====
USER NAME (ON BULLETIN BOARD): AFPC DPCTD
JOB TYPE: F
STUDENT EMPLOYMENT OPPORTUNITIES: N
COULD POSITION BE FILLED AS PART-TIME OR JOB SHARE: N
PUBLIC: X
STATUS:
INTERNAL:

AGENCY ANNOUNCEMENT NUMBER: 01FEB233548
OCCUPATIONAL SERIES: 0301
OCCUPATIONAL SUFFIX: Z
JOB TITLE: MAINTENANCE MANAGEMENT ANALYST
INCLUDE IN INFORMATION TECHNOLOGY SEARCH: N

FEDERAL PAY PLAN: GS
PAY TYPE: A
MINIMUM STARTING SALARY: 51927
MAXIMUM SALARY: 67500
BEGINNING GRADE: 12
ENDING GRADE: 12
PROMOTION POTENTIAL:

OPENING DATE ##/##/####: 02/23/2001
CLOSING DATE ##/##/####: 03/08/2001

LOCATION 1 - NUMBER OF VACANCIES: 0001
LOCATION 1 - LOCATION NAME: Netherlands  OA
LOCATION 1 - DUTY LOCATION CODE: 1553

LOCATION 2 - NUMBER OF VACANCIES (OPTIONAL):
LOCATION 2 - LOCATION NAME (OPTIONAL):
LOCATION 2 - DUTY LOCATION CODE (OPTIONAL):

LOCATION 3 - NUMBER OF VACANCIES (OPTIONAL):
LOCATION 3 - LOCATION NAME (OPTIONAL):
```
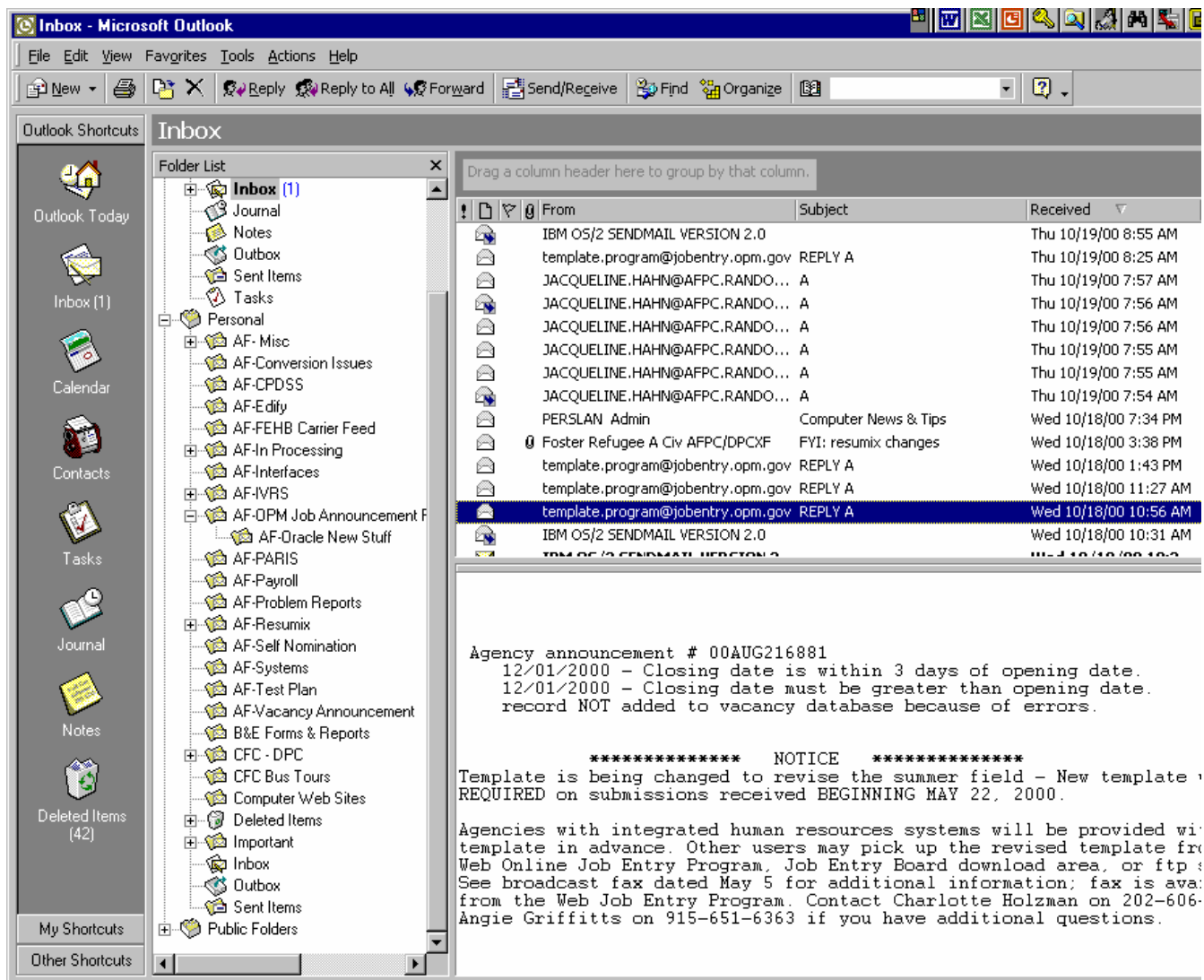
No line may exceed 70 Characters, including spaces.

E. If the template is not accepted by OPM, you will be notified by e-mail similar to the one shown below. This particular reject is letting us know that the Close Date was not greater then the Open Date.

F. If the template is accepted by OPM, you will be notified by e-mail similar to the one shown below. Notice the OPM control number that was sent back to us, TH8867. You will need to keep track of this number in case you need to make a change or delete the Template from OPM.
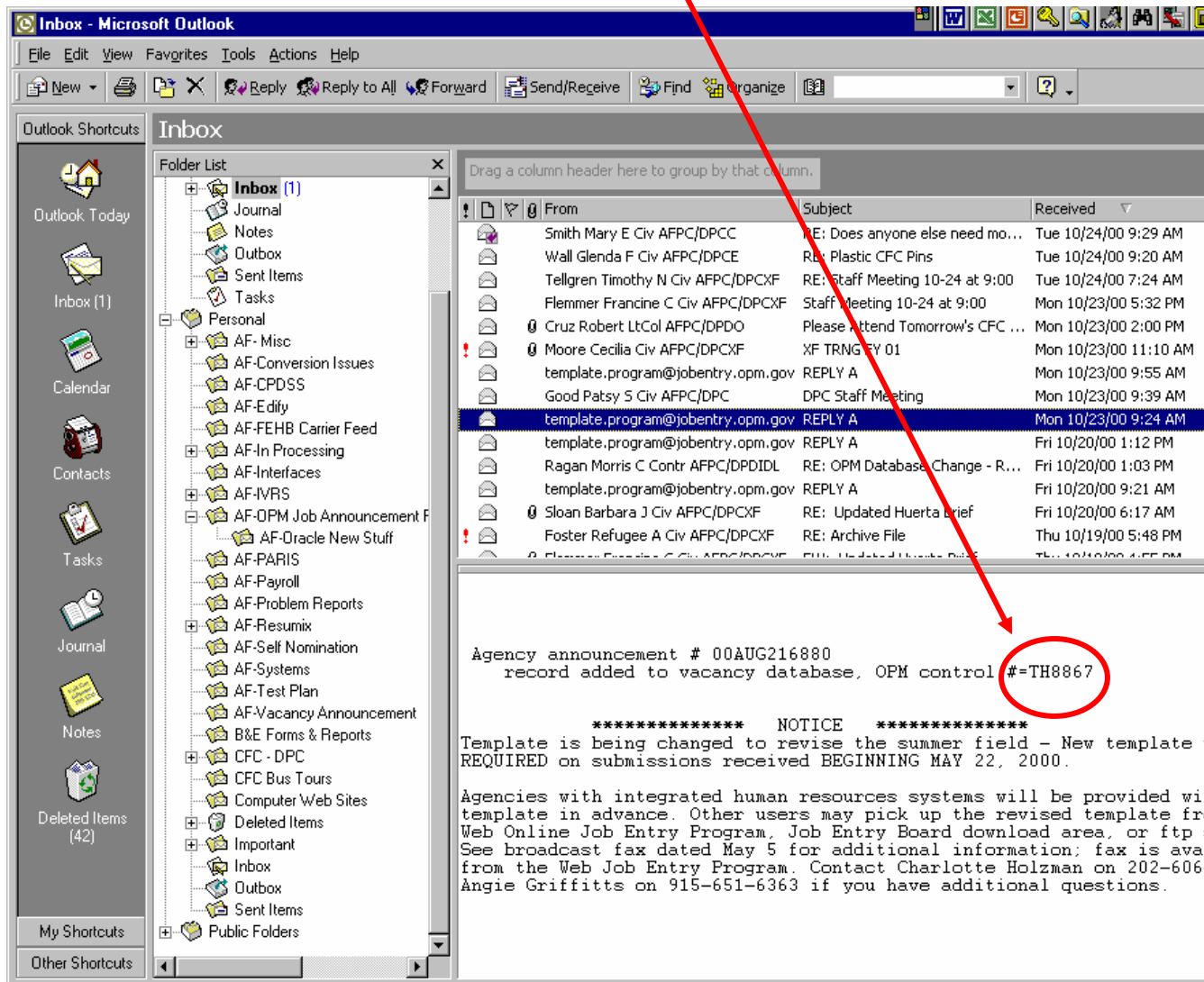
G. Do not make any changes to the data above the ==== END OF ANNOUNCEMENT TEMPLATE
==== line.
    **FYI: There may be times where you may have to change locations, open/close dates
    etc. However, you must ensure to make ANY changes VERY CAREFULLY as the
    template is character sensitive.**
If you want to add any more information to the announcement, you must add it below at the
appropriate area**. NOTE: No line of data can exceed 70 characters**.

```
A - Message (Plain Text)

File  Edit  View  Insert  Format  Tools  Actions  Help

Send

To...    job.entry@jobentry.opm.gov
Cc...
Subject:  A

REMARKS LINE 5:
REMARKS LINE 6:

REMARK CODE 1:
REMARK CODE 2:
REMARK CODE 3:
REMARK CODE 4:
REMARK CODE 5:

==== END OF ANNOUNCEMENT TEMPLATE ====

==== BEGIN FULL VACANCY ==============

Vacancy Announcement Number: 01FEB233548

Opening Date: 02/23/2001
Closing Date: 03/08/2001

Position: MAINTENANCE MANAGEMENT ANALYST
                GS-0301-12/12

Salary: $51927 per year - $67500 per year

Duty Location: 1 vacancy at
Netherlands  OA

Applications will be accepted from: Open to the General Public.
Attention Interagency Career Transition Assistance Program (ICTAP)
Applicants: Individuals who have special priority selection rights under
the ICTAP must be well qualified for the position to receive consideration
for special priority selection for vacancies within their commuting area.
 Displaced employees of the former Panama Canal Zone will receive priority
consideration for vacancies for which they apply and are well qualified
throughout the Continental United States.  ICTAP eligibles will be
considered well qualified if they have demonstrated that their experience
exceeds the minimum qualification requirements.  This demonstration of
```

No line may exceed 70 Characters,
including spaces.

H. Deleting an OPM Job Announcement

- You have to forward a copy from your Send Mail directory, (this will be the original e-mail that was sent when the job announcement was created) to OPM. In the To Line: type in job.entry@jobentry.opm.gov. In the Subject Line: type in D with one space and then the OPM Confirmation Number. You will need to delete any other headings that may be attached to the file, since you are doing a forward. The body of the e-mail should start with ==== START…

- Then hit the Send button, this will delete the Job Announcement from OPM that was created with the TH8423 Confirmation number.

```
==== START OF ANNOUNCEMENT TEMPLATE ====
USER NAME (ON BULLETIN BOARD): AFPC DPCTD
JOB TYPE: F
STUDENT EMPLOYMENT OPPORTUNITIES: N
COULD POSITION BE FILLED AS PART-TIME OR JOB SHARE: N
PUBLIC: X
STATUS:
INTERNAL:

AGENCY ANNOUNCEMENT NUMBER: 01FEB233548
OCCUPATIONAL SERIES: 0301
OCCUPATIONAL SUFFIX: Z
JOB TITLE: MAINTENANCE MANAGEMENT ANALYST
INCLUDE IN INFORMATION TECHNOLOGY SEARCH: N

FEDERAL PAY PLAN: GS
PAY TYPE: A
MINIMUM STARTING SALARY: 51927
MAXIMUM SALARY: 67500
BEGINNING GRADE: 12
ENDING GRADE: 12
PROMOTION POTENTIAL:

OPENING DATE ##/##/####: 02/23/2001
CLOSING DATE ##/##/####: 03/08/2001

LOCATION 1 - NUMBER OF VACANCIES: 0001
LOCATION 1 - LOCATION NAME: Netherlands  OA
LOCATION 1 - DUTY LOCATION CODE: 1553

LOCATION 2 - NUMBER OF VACANCIES (OPTIONAL):
LOCATION 2 - LOCATION NAME (OPTIONAL):
LOCATION 2 - DUTY LOCATION CODE (OPTIONAL):

LOCATION 3 - NUMBER OF VACANCIES (OPTIONAL):
LOCATION 3 - LOCATION NAME (OPTIONAL):
```

I. When the Job Announcement is **DELETED**, OPM will send you a confirmation e-mail stating that the control number was deleted. Below is an example of an E-mail message received back from OPM, indicating the control number for Job Announcement TH8423 was deleted.

```
┌─ REPLY A - Message (Plain Text) ──────────────────────────────── _ □ X ┐
│  File  Edit  View  Insert  Format  Tools  Actions  Help                 │
│ ─────────────────────────────────────────────────────────────────────  │
│  Reply  Reply to All  Forward  🖨 ▤  ▼  📋 X  ▲ ▾ ▾ ▾ A  🔍 ▾          │
│ ─────────────────────────────────────────────────────────────────────  │
│  │          ▾ │          ▾ │  ▾ │ A │ B I U │ ▤ ▤ ▤ ▤ ▤ ▤ ▤ ▤ — ▾      │
│ ─────────────────────────────────────────────────────────────────────  │
│  From:    template.program@jobentry.opm.gov      Sent: Wed 10/18/00 2:46 PM │
│  To:      JACQUELINE.HAHN@AFPC.RANDOLPH.AF.MIL                           │
│  Cc:                                                                     │
│  Subject:  REPLY A                                                       │
│ ─────────────────────────────────────────────────────────────────────  │
│ │                                                                     ▲  │
│                                                                          │
│                                                                          │
│ TH8423 — The control number was DELETED.                                 │
│                                                                          │
│            ***************   NOTICE   ***************                    │
│ Template is being changed to revise the summer field — New template will be │
│ REQUIRED on submissions received BEGINNING MAY 22, 2000.                 │
│                                                                          │
│ Agencies with integrated human resources systems will be provided with the │
│ template in advance. Other users may pick up the revised template from the │
│ Web Online Job Entry Program, Job Entry Board download area, or ftp site. │
│ See broadcast fax dated May 5 for additional information; fax is available │
│ from the Web Job Entry Program. Contact Charlotte Holzman on 202-606-1756 or │
│ Angie Griffitts on 915-651-6363 if you have additional questions.        │
│                                                                          │
│                                                                       ▼  │
└──────────────────────────────────────────────────────────────────────── ┘
```
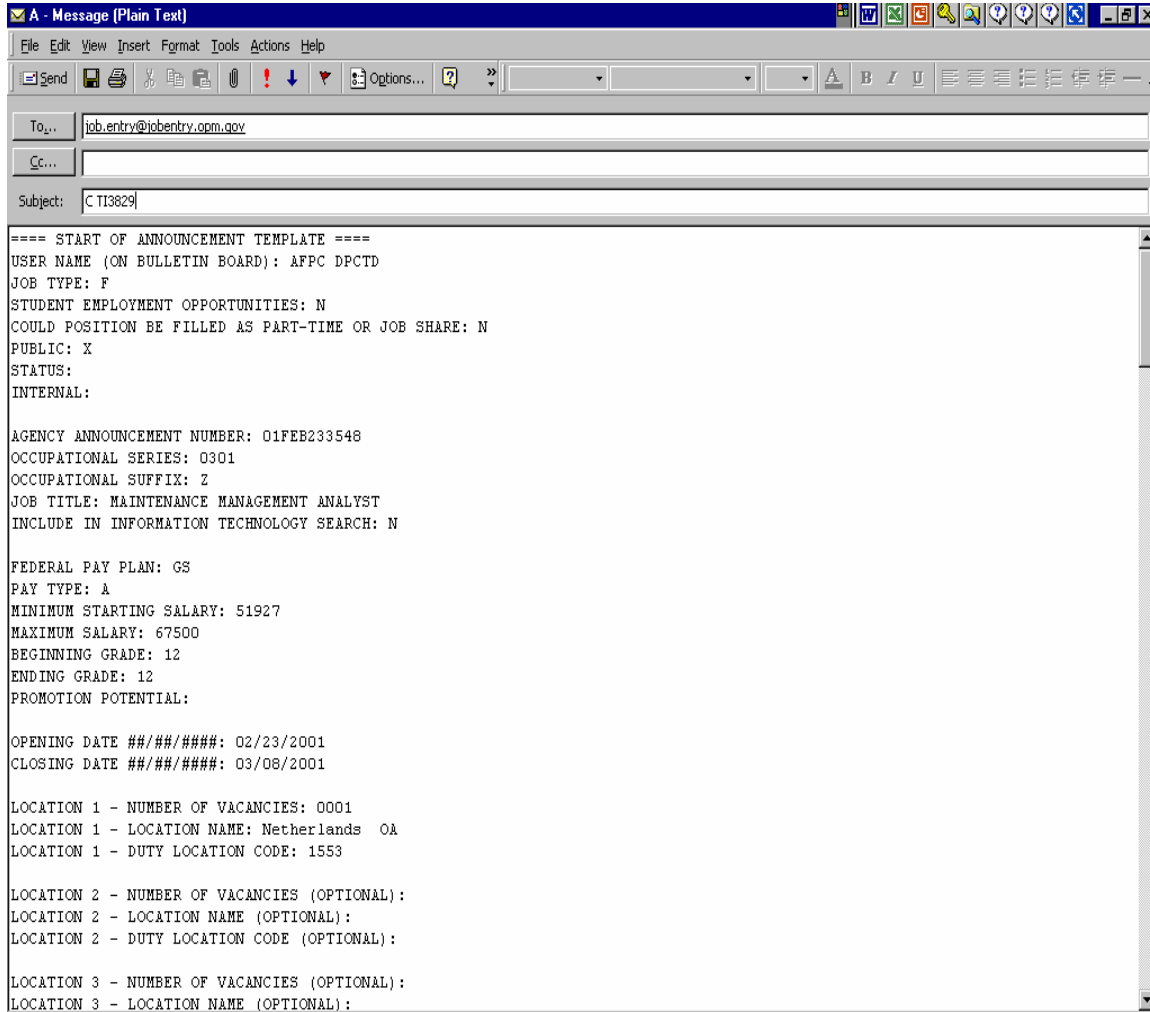
J. Changing an OPM Job Announcement

- You have to forward a copy from your Send Mail directory, (this will be the original e-mail that was sent when the job announcement was created) to OPM. In the TO Line: type in **job.entry@jobentry.opm.gov**. In the Subject Line: type in **C** with one space and then the OPM Confirmation number. You will need to delete any other headings that may be attached to the file, since you are doing a forward. The body of the e-mail should start with ====START…

- Then hit the Send button. This action will change the OPM Job Vacancy Announcement that was created with the TI3829 Confirmation number.

K. When the Job Announcement is **CHANGED** by OPM, you will receive a confirmation e-mail message stating that the record changed in the vacancy database. Below is an example of an e-mail received from OPM, indicating that the record was changed.

```
REPLY AB - Message (Plain Text)                                    _ □ ×

 File  Edit  View  Insert  Format  Tools  Actions  Help

 Reply   Reply to All   Forward   ⊕ ⓑ  ▼  ⓑ ✕  ▲ ▾ ▾ ▾ Aˊ  ？ ▾

 |               ▼ |            ▼ |    ▼ | A  B  I  U  ≡ ≡ ≡ ⋮≡ ⋮≡ ⋮≡ ⋮≡ — ▾

 From:    template.program@jobentry.opm.gov          Sent: Thu 12/7/00 2:47 PM
 To:      DEBORAH.HARRIS@AFPC.RANDOLPH.AF.MIL
 Cc:
 Subject: REPLY AB


  Agency announcement # 00NOV230288
     record changed in vacancy database, OPM control #=TI3829


            ***************   NOTICE   ***************
 Template is being changed to revise the summer field — New template will be
 REQUIRED on submissions received BEGINNING MAY 22, 2000.

 Agencies with integrated human resources systems will be provided with the
 template in advance. Other users may pick up the revised template from the
 Web Online Job Entry Program, Job Entry Board download area, or ftp site.
 See broadcast fax dated May 5 for additional information; fax is available
 from the Web Job Entry Program. Contact Charlotte Holzman on 202—606—1756 or
 Angie Griffitts on 915—651—6363 if you have additional questions.
```